

# OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

## ANNOUNCES

COMPETITIVE MERIT EXAMINATIONS FOR:



AN EQUAL OPPORTUNITY EMPLOYER

### CONTINUOUS RECRUITMENT

DATE OF ISSUE: May 22, 2014  
NO: M14-14

#### CLASSIFICATION TITLE

##### **UTILITY OPERATOR 2**

(Street, Park or WRF Division)

##### **UTILITY OPERATOR 2/SEMI-SKILLED LABORER**

(Street, Park or WRF Division)

##### **UTILITY OPERATOR 3**

(Collection Systems)

##### **SEMI-SKILLED UTILITY WORKER**

#### 2014 RATE

Step 1 - \$13.45

Step 1 - \$13.45

Step 1 - \$13.67

Step 1 - \$13.45

### FILING OF APPLICATION

Application must be made on the regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3<sup>rd</sup> Floor, 218 Cleveland Ave. SW, Canton, OH, or may be downloaded off of [www.cantonohio.gov](http://www.cantonohio.gov) under "City Government", "City Services", "Civil Service" and then "View Continuous Recruitment". Application, copy of valid commercial driver's license and Experience Documentation Page (Page 3 of this announcement) must all be submitted to the Civil Service Office.

### APPLICATION SCREENING PROCESS

Prior to testing, all applications will be reviewed for eligibility for any/all of the positions listed above. Therefore, it is important that all pertinent documentation be turned in with and noted on the application as well as submitting a clear copy of your valid Commercial Driver's License. Applicants will be notified in writing if they are eligible to participate in the exam.

### EXAMINATION

**SCOPE:** A written examination will be administered covering the following areas: Safety, Mathematics, Mechanical, Comprehension, General Labor Knowledge, Public Relations and other related areas. A 70% passing point will be used.

### GENERAL REQUIREMENTS FOR ANY OF THE POSITIONS ABOVE

All applicants must meet the following criteria: Graduation from high school or G.E.D. equivalent, must possess a valid commercial driver's license at all times, and must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Also, all applicants receiving a conditional offer of employment must pass a functional capacity evaluation to measure physical abilities and pass a drug screen.

### **\*\*\*NOTICE OF DRUG TESTING REQUIREMENT\*\*\*\***

Candidates must submit to a drug screen examination. Eligibility of employment shall not be considered final until drug testing has been successfully completed with a negative result. "Drug" means a controlled substance as defined by Chapter 3719 of the Ohio Revised Code, entitled "Controlled Substances", and/or Section 202, Schedules I through V of the Federal Controlled Substance Act, including but not limited to marijuana, hashish, "Crack", cocaine, heroin, morphine, codeine, opiates, amphetamines, "ice" barbiturates, and hallucinogens.

Utility Operator 2

Utility Operator 2/Semi-Skilled Laborer

Utility Operator 3

Semi-Skilled Utility Worker

M14-14

**SPECIFIC REQUIREMENTS FOR UTILITY OPERATOR 2 & UTILITY OPERATOR 2/  
SEMI-SKILLED LABORER**

In addition to meeting the general requirements, persons eligible for these positions must possess at least a valid Class "B" Commercial Driver's License at all times, have documented experience with a private construction firm (documentation to be included with application) and have experience operating a one-ton truck, 5 and 10-ton dump truck, forklift, tractor, loader, skid loader, dumpster, tractor, all grass mowing equipment and jackhammer.

**SPECIFIC REQUIREMENTS FOR UTILITY OPERATOR 3**

In addition to meeting the general requirements, persons eligible for this position must possess a valid Class "A" Commercial Driver's License with Tank Endorsement at all times, have documented experience with a private construction firm (documentation to be included with application) and have experience operating one-ton truck, 5-ton dump truck, forklift, skid loader, dumpster, tractor, loader, roller, flusher (or Vactor), sewer jet truck, ability to work in confined space entry, ability to perform masonry duties, pipe repair, manhole and catch basic reconstruction duties, ability to operate laser/level equipment.

**SPECIFIC REQUIREMENTS FOR SEMI-SKILLED UTILITY WORKER**

In addition to meeting the general requirements, persons eligible for this position must possess a valid Class "A" Commercial Driver's License at all times, have experience operating a one-ton truck, large dump truck, forklift, dumpster, tractor, loader, have the ability to operate various equipment including a jackhammer, the ability to install, maintain and repair water lines, have the ability to install and finish concrete sidewalks, curbs and gutters, ability to climb in and out of an excavation.

**\*\*\*\*IMPORTANT NOTICE TO VETERANS\*\*\*\***

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than 180 days of active duty service pursuant to an executive order of the president of the United States or an act of congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

**CITY RESIDENCY BONUS**

Applicants who have resided within the Canton City limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit, provided they make a passing score.

**THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.**

**EQUAL EMPLOYMENT**

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

**ADMITTANCE TO EXAMINATION - IDENTIFICATION REQUIRED**

Candidates who have been accepted to the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card satisfactory to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL NOT BE EXAMINED.**

**RATING**

Upon completion of the examination process, candidates who receive a passing score will be placed on the list of eligibles in accordance with their score. Although this will be one eligibility list for several different positions, you will only be certified as eligible for the positions that you are qualified for.

**DUTIES**

The duties of these positions will vary somewhat depending on the position and/or department, however, general duties will include operation of various City vehicles and the operation of mechanical construction equipment and manual labor as necessary and as designated by supervisor.

**EXPERIENCE DOCUMENTATION PAGE**

Please read over the following page and carefully answer all questions as this page will be used in helping to determine what positions you may be qualified for.

I have worked or am working for the following construction company(s). (Please include dates of employment).

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Please check the appropriate line.

\_\_\_\_\_ I possess a Class "A" CDL with the tank endorsement.  
(Copy of CDL needs to be turned in with completed application)

\_\_\_\_\_ I possess a Class "A" CDL without the tank endorsement.  
(Copy of CDL needs to be turned in with completed application)

\_\_\_\_\_ I possess a Class "B" CDL.  
(Copy of CDL needs to be turned in with completed application)

**Below is a list of equipment. Please place a check on the line before the equipment listed if you have experience operating it. Give amount of experience you have in operating it on the line after. (in months and years)**

_____	1-ton Truck	_____
_____	5-ton Dump Truck	_____
_____	10-ton Dump Truck	_____
_____	Forklift	_____
_____	Tractor	_____
_____	Loader	_____
_____	Skid Loader	_____
_____	Dumpster	_____
_____	Grass Mowing Equipment	_____
_____	Jackhammer	_____
_____	Roller	_____
_____	Flusher (or Vactor)	_____
_____	Sewer Jet Truck	_____
_____	Laser/Level Equipment	_____
_____	Masonry Equipment	_____
_____	Concrete Work Equipment	_____

I hereby certify that the answers given on this page are true and correct. I am aware that a representative of the City of Canton may conduct an investigation of my background to assist in determining my suitability for this employment. I further understand that any applicant who intentionally makes a false statement or who practices fraud in filling out this form will be refused employment.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)